



Business Development and Strategy Specialist 3ie Washington, DC

1. Background

The International Initiative for Impact Evaluation (3ie) promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries. We provide guidance and support to produce, synthesize and quality assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organization in the United States. It has offices in New Delhi, London and Washington, DC.

3ie is inviting applications for the role of a Business Development and Strategy Specialist, preferably with the right to work in the USA. The candidate is expected to maintain core hours conducive to working with the Washington, London and Delhi offices.

2. Summary

The Business Development and Strategy Specialist will report to the Head, Business Development and will be responsible for a variety of tasks outlined below. They will work closely with technical staff on developing competitive proposals, strengthening the business development knowledge base at 3ie, and implementing research projects. The ideal candidate will be passionate about using evidence for decision-making, developing tools and processes and winning new projects to implement. While the key responsibilities are 70% business development and 30% research and project management, this balance could change over time as 3ie wins new projects.

3. Key responsibilities

3.1 Business development

- Serve as Bid Manager on opportunities funded by FCDO, USAID, MCC, development banks and foundations. This includes coordinating teams of technical and programmatic staff, overseeing the development of proposals, leading partnership discussions, and contributing to technical and non-technical writing of the proposal.
- Cultivate and deepen strategic relationships with international and local implementing partners and donors in 3ie's priority target regions and technical areas.

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- Manage information, data analysis, and intelligence to support 3ie's pipeline, pursuit decisions, and growth strategies.
- Maintain 3ie's knowledge base on past performance, boilerplate language and proposal tools.
- Develop budgets, cost annexes and notes for proposal efforts.
- Provide regular reports to senior staff of metrics on ongoing bids, partnerships, and upcoming opportunities. This will require management of the Salesforce platform.
- Provide mentorship, training, and support to staff and consultants contributing to proposals, including on drafting budgets, issues of compliance, and managing relationships with partners.
- Serve as Technical Lead on specific bids of interest, developing technical strategies, interviewing key staff, writing research methodologies, developing partner scopes of work.
- Perform other duties and responsibilities as required.

3.2 Research

- Lead rapid synthesis initiatives, guideline development programs, and grade certainty of evidence implementation.
- Provide expertise and support on research activities like calculating effect-sizes for synthesis, writing scripts for meta-analyses using Metafor in R, and the development of protocols, drafts, and final reports.
- Support for the preparation and review of research proposals and research articles.
- Contribute to developing questionnaires and databases.
- Support data collection quality assurance activities.

3.3 Project management

- Provide program management support for grants and contracts to ensure the strategic, programmatic, financial, and contractual compliance from project start-up through implementation and completion.
- Procure and manage a pool of consultants, including but not limited to shortlisting and interviewing candidates, managing scopes of work and budgets, coordinating with finance and HR on consultant agreement development, processing and invoicing.
- Oversee project budgets and contribute to quarterly reviews.

4. Qualifications and skills

4.1 Education and work experience

- MA or MS in a social science discipline
- A minimum of 3 years of relevant experience in research, project management and/or business development
- Familiarity and understanding of the international development sector.
- Prior experience developing proposals preferable.

4.2 Skills

- Prior experience in writing and producing reports, research papers or briefs.
- Experience and/or knowledge of quantitative methods and impact evaluation is desired.
- Demonstrated quantitative analysis skills using statistical software packages such as STATA, R or SPSS is desired.
- Knowledge of MS Office applications, including but not limited to Word, Excel, PowerPoint, SharePoint and Teams is expected.
- Demonstrated ability to communicate clearly and effectively at a technical level in English, both oral and written.
- Willingness and ability to work on a team and under pressure with strict deadlines.
- Navigate a virtual environment working both independently and collaboratively.
- Proactively recognize what needs to be done and take initiative.

5. Eligibility

The successful candidate must have the ability to work legally in the U.S without any sponsorship. For exceptional candidates, based in the Latin America or UK, we may consider a remote working arrangement.

3ie is an equal-opportunity employer committed to equality and diversity. We do not discriminate based on sex, age, religion, ethnicity, caste, sexual orientation or for being differently abled. We particularly encourage ethnic minorities and differently abled persons to apply.

6. Terms of employment

Candidates should be available to start work at the earliest. 3ie offers competitive remuneration based on experience and qualifications. Our policies and procedures reflect our commitment to safeguarding children and vulnerable adults from abuse. We follow a zero-tolerance policy for any form of bullying or harassment in the workplace.

7. How to apply

Please apply by e-mail to jobs@3ieimpact.org mentioning 'Business Development and Strategy Specialist' in the subject line.

The application must provide, at a minimum*, the following information:

- A cover letter, not exceeding one page, highlighting your qualification and experience relevant to the terms of reference. Please also indicate in which of 3ie's offices you have legal authorization to work;
- Curriculum vitae (not to exceed two pages);

**Incomplete applications will not be considered*

Short-listed applicants should expect to:

- Provide contact information of three professional references; and
- Take a timed assessment to determine critical reading and writing skills.

The application deadline is **22 August 2021**. Due to the urgency to fill this role, applications will be reviewed, and shortlisted candidates interviewed on a rolling basis, and 3ie reserves the right to close this advert before the above-mentioned closing date if sufficient applications are received.